



***“Honoring California’s Veterans”***

Located in the heart of scenic Napa Valley, the Veterans Home of California, Yountville is a community of and for veterans. Some 1,100 veterans (both men and women) live at the home. Founded in 1884, the Veterans Home of California, Yountville is the largest veterans' home in the United States. It provides residential accommodations and a wealth of recreational, social, and therapeutic activities for independent living.

**OFFICE TECHNICIAN (TYPING)  
HUMAN RESOURCES  
Permanent, Full-Time  
Position #573-280-1139-703  
\$2,686.00 - \$3,264.00**

**Final File Date: Until Filled**

**LOCATION:  
Veterans Home of California, Yountville  
110 California Drive, Yountville, CA 94599-1414**

**\*\*POSITION SUBJECT TO FREEZE EXEMPTION APPROVAL\*\***

**Who Should Apply:**

Current State employees in this classification or those who are eligible on a certification list, transfers or reinstatement may apply for this vacancy.

**NOTE:** APPOINTMENT IS SUBJECT TO SROA/SURPLUS PROVISIONS. PLEASE ATTACH YOUR SROA/SURPLUS LETTER TO YOUR APPLICATION AND INDICATE THAT YOU ARE ON SROA STATUS/SURPLUS STATUS IN THE “APPLYING FOR” SECTION OF THE STD 678 EXAMINATION/EMPLOYMENT APPLICATION. APPLICATIONS WHICH INDICATE SROA/SURPLUS STATUS WILL BE GIVEN FIRST PRIORITY.

THE SALARY FOR THIS CLASSIFICATION WILL BE ADJUSTED ACCORDINGLY TO COMPLY WITH THE PROVISIONS OF THE 2010 PERSONAL LEAVE PROGRAM.

**If you are not a current State employee** or otherwise eligible, you may qualify for a civil service examination based on the minimum qualifications for the classification. To view a current listing of examinations being offered by the California Department of Veterans Affairs, please visit our website at <http://www.calvet.ca.gov>, or to view examinations offered by all State departments, please visit the State Personnel Board's website at <http://www.jobs.ca.gov>.

HONORABLY DISCHARGED VETERANS WHO FALL UNDER EITHER CATEGORY AND MEET THE REQUIREMENTS STATED ON THE JOB AND/OR EXAMINATION ANNOUNCEMENT ARE ENCOURAGED TO APPLY.

**Duties and Responsibilities:**

Under general supervision of the Chief, Human Resources, the Office Technician (Typing) acts as Secretary to the Chief of Human Resources performing a variety of difficult duties. The Office Technician (Typing) is expected to consistently exercise a high degree of confidentiality, initiative, responsibility, and independence in performing a heavy workload with a strong commitment to customer service. The predominate duties include, but are not limited to, the following:

**SEE REVERSE SIDE FOR ADDITIONAL INFORMATION**

**CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS  
OFFICE TECHNICIAN (TYPING)  
RELEASED: 09/23/11**

- Handles all correspondence; reviews incoming/outgoing mail and routes to appropriate staff, follows up to ensure deadlines are met.
- Disseminates information such as job bulletins, and general correspondence to Services within the Veterans Home, Headquarters and other departments.
- Arranges correspondence for reply by Chief of Human Resources in order of priority with appropriate information attached.
- Types rough and final drafts of letters, reports, Adverse Actions, and memos.
- Receives and sends confidential information over fax and computer e-mail.
- Independently composes correspondence requiring knowledge of regulations, policies, and procedures.
- Maintains subject files including grievances and Adverse Actions.
- Handles highly confidential files, documents and correspondence.
- Maintains Human Resources Office manuals.
- Keeps Chief of Human Resources calendar on meetings, appointments, annual reports, letters, etc. Arranges meetings, prepares agendas as required.
- Acts as timekeeper for the Human Resources staff.
- Receives, screens and answers inquiries in reference to personnel related matters; deals with a wide variety of sensitive public contacts either in person or by telephone and if appropriate, refers to proper staff or handles independently.
- Plans, organizes the 25 year employee reception on an annual basis.
- Prepares job vacancy bulletins for the delegated testing unit. Responsible for attaining quotes for advertising various positions in newspapers and other publications.
- Assists with special projects as required.
- Other duties as related.

#### **Desirable Qualifications:**

Strong communication and customer service skills

Good work ethic

Experience working with Microsoft Office (Word, Excel and Outlook)

#### **How to Apply:**

Visit the State Personnel Board (SPB) website at: <http://www.jobs.ca.gov>, to download the application. Submit your completed State Application (Std. 678), and resume to: Veterans Home of California, Yountville – 110 California Drive, Yountville, CA 94599-1414, Attn: Human Resources. To expedite recruitment efforts, please attach a copy of your eligibility/exam results to your application. All State applications must be postmarked no later than the final filing date.

Note: In the “Explanations” section on Page 1 of the State application, you must clearly indicate the basis of your eligibility, i.e., list, transfer, SROA, Surplus, Re-employment, Reinstatement, or Training and Development Assignment. Failure to do so could result in being rejected from the interview process. In addition, you must reference position #573-280-1139-703.

#### **Questions:**

If you have any questions or request information concerning this posting, or need assistance in the application process, please contact **Human Resources at (707) 944-4550 TDD: (707) 944-4560 CA RELAY SERVICE: (800) 735-2929**

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. APPLICATIONS WILL BE SUBJECT TO SCREENING AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED. SUCCESSFUL COMPLETION OF LIVE SCAN AND A PRE-EMPLOYMENT PHYSICAL SCREENING (INCLUDING DRUG TESTING FOR CERTAIN CIVIL SERVICE CLASSIFICATIONS) WILL BE REQUIRED.

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